PAPER FORMAT IN CHICAGO STYLE

The rules below are in accordance with the Chicago Manual of Style 17th Edition.
Consult the Chicago Manual in the IVCC Writing Center or in Jacobs Library if you have more questions.

Title Page. On the first page, center the title about one-third of the way down the page. Do not underline or bold the title. If it is more than one line, it should be double spaced. About halfway down the page, place your name. About two-thirds of the way down the page, place the course number, your instructor's name, and the date on separate double-spaced lines. Write the date in the Month Day, Year format, as in May 14, 2008.

If your instructor asks you to omit the title page, then include your name, the class, the instructor, and the date on the top, left-hand side of the first page on double-spaced lines. Center your title on the following double-spaced line, and begin your essay on the next double-spaced line.

Page Numbers. Number all pages except the title page in the upper right corner of the page preceded by your last name. The first page of text should be labeled page 2. In Word 2007, click on the *Insert* menu. Click on *Page Number*. Choose the top right position (Plain Number 3). Type your last name and a space in front of the number. To remove the page number from the title page, under the Header and Footer Tools menu, click the box labeled Different First Page. Click the red X at the top right of the screen to exit.

Margins. Use 1-inch margins. Do not align the right margin. In Word 2007, check your margins by choosing *Margins* in the *Page Layout* menu.

Line Spacing. Double-space the entire document. There should no extra spaces in the document. Single-spaced lines appear only in notes and the bibliography.

Indenting. Indent the first line of each paragraph $^1/_2$" by hitting the Tab key once.

Bibliography. Include a Bibliography page that lists the works you quote or paraphrase, if your assignment requires that you use sources. See our handout on creating the Bibliography page.